

# COVID-19 (Coronavirus) and Unemployment Insurance Benefits for Employers

## Questions and Answers

**Question 1:** We may experience a shut-down or layoff in response to the coronavirus. What do we need to consider?

**Answer:** If your business is considering a major layoff or shut-down, Iowa Workforce Development's Dislocated Worker Program staff can help guide you through what will be a difficult process for your company and a difficult time for your employees. Our Rapid Response Team can help ensure compliance with federal regulations that apply to mass layoffs, and can provide a variety of services for your employees.

**Question 2:** We may need to reduce work hours; what options do we have?

**Answer:** Employers experiencing a slowdown in their businesses or services as a result of the COVID-19 impact on the economy may apply for the Voluntary Shared Work Program. This program allows employers to seek an alternative to layoffs — retaining their trained employees by reducing their hours and wages that can be partially offset with unemployment insurance benefits.

Visit <https://www.iowaworkforcedevelopment.gov/voluntary-shared-work-frequently-asked-questions> to learn more about its benefits for employers and employees, and how to apply. Employers in an approved Voluntary Shared Work plan will not be charged for the benefits paid out. If you reduce hours or have a temporary lay-off, workers will be available for partial or full unemployment insurance benefits.

**Question 3:** If an employee receives unemployment benefits as a result of a COVID-19 related business shutdown, will the employer's unemployment taxes increase?

**Answer:** All unemployment claims filed and paid as a result of COVID-19 will have the charges waived for employers for a time. At this time, IWD is allowing non charging to employers until the Iowa Unemployment Insurance trust fund drops below \$950 million dollars. At that time, IWD will begin charging employers so as to maintain the integrity of the Trust Fund. IWD will announce when this occurs on its web page.

**Question 4:** If an employee receives federal extension unemployment benefits as a result of a COVID-19-related business shutdown, will the employer be charged for those benefits?

**Answer:** No, any benefits beyond the normal unemployment insurance benefits that are available in Iowa will not be charged to an employer.

**Question 5:** Can an employer require a worker to stay home for the COVID-19's incubation period?

**Answer:** Yes. The employer can require an employee to stay at home for the 14 day isolation period if they have traveled abroad or had contact with someone who visited an affected region. The employer should attempt to provide paid leave as available under the Families First Coronavirus Response Act (FFCRA). You can also place your employee on temporary lay-off and your employee will be eligible for unemployment insurance benefits.

**Question 6:** If I have 25 employees and need to do a temporary shutdown, do we need to file a WARN notice?

**Answer:** No. An employer only needs to file a WARN notice if they intend to shut down permanently. In a temporary layoff, a WARN notice would not apply.

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**Question 7:** Do I need to pay out paid leave to my employees that are unable to work as a result of COVID-19?

**Answer:** Maybe. Please review your obligations under the FFCRA and the triggering events for this to be done.

**Question 8:** IWD has recently issued a policy that it is not requiring employees to use PTO, vacation, or sick leave prior to being paid benefits, what does this mean for employers?

**Answer:** Nothing. IWD made a policy decision for requirements of benefit eligibility. An employer may choose to make their own policy that an employee must use their paid leave prior to an employee being placed on a temporary layoff.

**Question 9:** As an employer, can I still enforce and expect my workers to obey all legal policy, procedures, and instructions?

**Answer:** Yes. The current Covid-19 situation has not changed employee's duties, and the employer's ability to direct their workforce.

**Question 10:** Are there new requirements I need to review as an employer, and what legal obligations I have during this situation?

**Answer:** Yes. Congress has enacted the FFCRA, and the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#). Please consult your legal counsel or Human Resources for your obligations under these two Acts. Please also review the Iowa Workforce Development webpage for updates regarding the unemployment insurance benefit changes as they are occurring.

**Question 11:** Can my employee decide on their own that they do not want to come to work, or return to work when instructed?

**Answer:** Should an employee choose not to attend work, or return to work, this would be considered a voluntary quit, job abandonment, or refusal to return to work. These would all be a disqualification for unemployment insurance benefits. If this occurs, an employer should respond to the notice of claim they receive when the employee files for unemployment benefits, or an email can be sent to [uicclaimshelp@iwd.iowa.gov](mailto:uicclaimshelp@iwd.iowa.gov) with details of who the employee is and what occurred.

**Question 12:** My employees might make more money on unemployment insurance benefits than they would working. Can they leave to go on unemployment when I still have work available?

**Answer:** No. They must be laid off, temporarily laid off, or have reduced hours to qualify for benefits. If an employee leaves to collect unemployment, this would be a disqualification and may constitute fraud. If an employee leaves for the sole purpose of collecting unemployment benefits, please notify IWD at <https://www.iowaworkforcedevelopment.gov/report-fraud>.

**Question 13:** Is fear or a non-documented reason enough for a worker to not be at work?

**Answer:** No. Please review the triggering requirements for the FFCRA and the CARES Act.

**Question 14:** If my employee uses PTO, vacation or sick leave, does this impact their unemployment insurance benefits?

**Answer:** Yes. Any wage substitute needs to be reported by the employee, and it will be deducted from their unemployment insurance benefits.

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## What if I have additional questions?

Should you have additional questions, please contact Iowa Workforce Development at 1-866-239-0843. The Iowa Unemployment Insurance Employer Handbook can be found here: <https://www.iowaworkforcedevelopment.gov/employer-handbook>. Iowa Workforce Development will not be able to provide legal or human resources advice. Please contact your legal or human resources representatives for those questions.

## Where can I find additional information for businesses and employers on COVID-19?

U.S. Department of Labor: <https://www.dol.gov/coronavirus>

Iowa Department of Public Health: <https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus>

Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Centers for Disease Control Resources for Businesses and Employers:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

**Attention:** At this time, IWD is not charging employers for claims made by their employees due to Covid 19 related unemployment. We have established a trigger for the balance of the Unemployment Insurance Trust Fund at which point, it will be necessary to begin to charge employers accounts for respective unemployment claims. We have established the trigger at \$950M and the trust fund balance is currently at \$1.10B or \$180 million dollars over that trigger of \$950 million. This decision was made to assist with our recovery by minimizing any increases they may face in the unemployment tax rate which is based in large part on the trust fund balance. CARES Act claims for the self-employed and the \$600 weekly benefit will not be paid from the trust fund. (Update - April 9, 2020)

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